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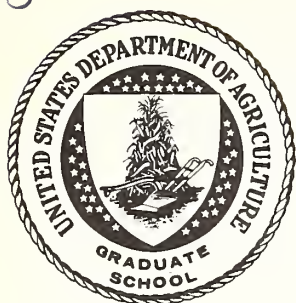
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# GRADUATE SCHOOL

EDUCATION FOR A  
STRONGER NATION

CURRENT SERIAL RECORDS

## Newsletter

September 2, 1964

### 1963-64 ANNUAL REPORT

#### REVIEW OF SCHOOL YEAR 1963-64

The Graduate School experienced an unusually successful year. Total registrations in the four programs exceeded 15,500 this year.

Course registrations in the Resident Evening Program reached 13,000--an all time high. The comparable figure in 1962-63 was 11,600.

Our Public Lectures given in the past year were considered highly successful. Lectures were given by leading authorities in the fields of international administration and general education.

The Special Day Program sponsored a seminar called Critical Issues and Decisions, Series III, part of which was broadcast on closed circuit television at eight locations in the Washington Metropolitan Area.

A group of 15 South Vietnamese provincial officials studied administrative management at our International Program from June 18 through September 25. The International Program in cooperation with Scientific Methods, Incorporated, conducted the first government-wide Managerial Grid Laboratory-Seminar.

The first two phases of our project on the history of the Graduate School were completed--the picture story and the collection and collation of past events. Sometime in the future we hope to publish a book on the Graduate School.

#### ORGANIZATION AND STAFF

Four new members were appointed to the General Administration Board by Secretary Freeman. They were Nyle C. Brady, Director, Science and Education; S. R. Smith, Administrator, Agricultural Marketing Service; John A. Schnittker, Director, Agricultural Economics; and Robert C. Weaver, Administrator, Housing and Home Finance Agency.

A new policy of five-year fixed terms for Board members resulted in the retirement of Byron T. Shaw, Administrator of the Agricultural Research Service, and C. O. Henderson, Assistant Director of Personnel, after many years of significant contributions. Willard W. Cochrane, Director, Agricultural Economics, and Roland R. Renne, Assistant Secretary of Agriculture, resigned from the Board.

The Graduate School Council, which is composed of the Chairmen of the Departments and the Director of the School, had three changes. Frank H. Spencer, Deputy Administrator, Administrative Management, Agricultural Research Service, succeeded Henry A. Donovan, who retired as Chairman of the Department of Office Techniques and Operations.

Manlio F. DeAngelis, Deputy Assistant Administrator, Bureau for Africa, Agency for International Development, State Department, was appointed Chairman of the Committee on Correspondence Study and Extension Education. This committee, like the Special Program Committee, follows a policy of rotating the chairman. E. J. Peterson, as outgoing chairman, remains a member of the committee. He is Chief of the Training and Safety Branch, Personnel Management Division, Soil Conservation Service.

Upon the retirement of J. P. Schaenzer, Agricultural Engineer, Rural Electrification Administration, John P. Craven, Chief Scientist, Special Projects, Bureau of Naval Weapons, Department of the Navy, has been appointed Chairman of the Department of Technology.

#### RESIDENT EVENING PROGRAM

The Resident Evening Program had the most successful year in its history, at least in numbers and possibly in overall quality of courses. Course registrations reached 13,000. More than 600 courses were given during the year.

The Department of Languages and Literature attracted the most students, who showed special interest in courses to improve speaking and writing--always a major objective of the Graduate School.

In mathematics and statistics, students were most interested in courses in automatic data processing. This enthusiasm extended over to the Department of Office Techniques and Operations where demand for a course in Basic Concepts of Data Processing caused the Graduate School to offer three sections in the fall, five in the spring, and five in the summer.

#### THE SPECIAL (DAY) PROGRAM

Enrollment totaled 1,339 in the 59 courses offered in the Special Program during 1963-64. Twenty-two Reading Improvement courses were offered at the Department of Agriculture, at Hyattsville, Internal Revenue Service, Defense Intelligence Agency, and for members of Congress and their staff.

The Critical Issues and Decisions Program included two programs at Goddard Space Flight Center as well as two at Agriculture. For the fall programs the talks made by visiting scholars were carried to a larger audience via closed circuit television. Speakers for this year's programs were Arthur Schlesinger, Jr., Leon Keyserling,

**ANNUAL DINNER MEETING**  
Wednesday, September 2, 1964  
National Press Club

Master of Ceremonies

Joseph M. Robertson, Chairman  
General Administration Board

Invocation

Lionel W. Nelson

Dinner

Presentation of Certified Statements  
of Accomplishment

Constance G. Coblenz, Registrar

Accounting

Harry L. Davis, Jr.  
James M. Rayford

Administrative Procedures

Alice G. DeAngelo  
LeRoy P. Hardy  
Harold D. Lange  
Thomas Mahoney  
Dorothy Rosenberg  
Dominic J. Rubino  
Cecile M. Thomas

Agricultural Economics

Alfonso Varela

Editorial Practices

Rose A. Connelly  
Mary S. Fukuyama  
Dinorah Lopez-Molina  
Eugenia Pakulis  
Nicholas Rona  
Evelyn L. Taylor

Library Techniques

Isabel R. Blake

Library Techniques (continued)

Bonnie B. Childers  
Sasha Z. Kerr  
Mary D. Morrow  
Gurdon S. Straus  
Mateel A. Ward  
Michael A. Wolfson

Natural History Field Studies

Mabel K. Harris  
Dean Weber

Oceanography

Jaap W. Boosman

Public Administration (Undergraduate)

Johnnie M. Waters

Public Administration (Advanced)

Leon C. Daugherty  
Fred Arthur Glover  
Ralph N. Swingle

Surveying and Mapping

Richard D. Kidwell

Statistics

Walter T. Greenaway

Our Goals for the Coming Year

John B. Holden, Director  
Edmund N. Fulker, Assistant Director

"Baptism for Education"

Francis Newell Hamblin, Dean  
School of Education  
George Washington University



CONTINUING EDUCATION FOR THE FEDERAL  
COMMUNITY



Harold Taylor, Donald Michael, Peter Odegard, Harry Ashmore, Max Lerner, David Riesman, Erich Fromm, and Frederick Gutheim.

Courses conducted at agency request were Technical Writing for the Office of Strategic Communications Command, a program in Oral Communications for the Marine Corps, an Automatic Data Processing Seminar for the Social Security Administration in Baltimore, and six three-day workshops for the Food and Drug Administration in San Francisco, Chicago and Washington, D. C.

New courses included an Advance Management Seminar; under a grant from the National Science Foundation, a seminar on Science Information and Communication; Elements of Statistical Methods; and a 16-week full time integrated series of eight courses to train Computer Systems Designers. This latter program was developed in cooperation with C-E-I-R in Arlington, Virginia.

#### THE CORRESPONDENCE PROGRAM

The Correspondence Program had a very successful year. New enrollments totaled 1,311, more than twice the new enrollments recorded for the last fiscal year, 1962-63.

Three new courses were added to the program during the year. They are Basic Electricity (120C), Modern Supervisory Practice (205C), and Technical Writing (500C). The new Basic Electricity course was a remarkable success; it topped all other courses by enrolling 242 students in the last seven months of the year.

#### THE INTERNATIONAL PROGRAM

The International and Related Programs undertook a fifteen-week full time training program for a group of 15 provincial officials from South Vietnam. Their training program in administrative management began June 15 and ends September 25.

In addition, two staff members acted as consultants to an AID-sponsored training program for a group of 30 Indonesians.

#### PUBLIC LECTURE SERIES

Our Jump-McKillop Memorial Lectures, Series IV, included speeches by David Bell, Administrator of the Agency for International Development; S. O. Adebo, Nigerian Representative at the United Nations; Hamzah Merghani, Director of Public Administration for the United Nations; Roberto de Oliveira Campos, Brazilian Ambassador to the U.S.; and Hubert H. Humphrey, Senator from Minnesota.

#### GRADUATE SCHOOL PRESS

Two books were published this year by the Graduate School Press. They are The Individual vs. Mass Society, from our Critical Issues and Decisions Seminars, and Public Administration, A Key to Development, from the Jump-McKillop Lectures.

## ANNUAL DINNER

More than 500 attended our Annual Dinner for faculty, committee members, and staff at the National Press Club. The speaker was Jerome B. Wiesner, Special Assistant to the President, Office of Science and Technology.

## GOALS FOR 1964-65

Based on recommendations of the General Administration Board, our faculty, and staff, here are our goals for the coming school year (recommendations of the General Administration Board are starred\*):

To study our continuing role of supplementing the In-Service Training programs of agencies, especially the Civil Service Commission; and of offerings of colleges and universities.

\*To explore the need and possibilities of arranging for the use of federal laboratory facilities by graduate students from colleges and universities.

\*To explore helping federal employees in field locations where continual educational opportunities are not readily available to them.

To continue to experiment in the use of modern teaching methodology especially programmed learning.

To continue to experiment in combining correspondence instruction with evening, international and special daytime courses for richer dimensions in learning.

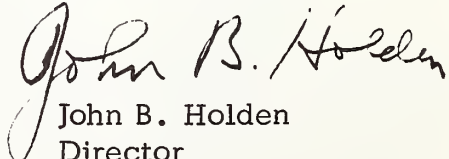
To improve and expand our educational and vocational testing and counselling services.

To conduct an objective study of the administration policies, organization and business procedures of the School with the aim of achieving greater efficiency and economy.

\*To re-examine salaries paid to faculty.

\*To invite a visiting committee of scholars to make suggestions on our academic offerings.

Sincerely yours,

  
John B. Holden  
Director